



## QUESTIONS AND ANSWERS

### REQUEST FOR PROPOSALS FOR TITLE X FAMILY PLANNING SERVICES FOR THE STATE OF NEBRASKA

**Last updated September 27, 2006**

**Question 1:** The requirement of our fee scales to be set at 20% of full fee but be no more than 33% of full fee is of concern to the continued availability of family planning within the State of Nebraska. Please respond to this concern.

**Answer 1:** The Department included this provision following a thorough review of federal requirements for cost analyses, schedules of discounts, and sliding fee scales. The provision that the sliding fee scale optimally start at 20% of full fee but no more than 33% was the most recent guidance provided by the federal Office of Population Affairs, which was received on March 2, 2006. The Department understands that some providers have concerns with this provision but at the same time has a responsibility to administer the program in accordance with the federal funding agency's requirements. Applicants may propose an alternate sliding fee scale with justification, but the Department cannot assure consideration. Rather, it will commit to continued dialog with the Office of Population Affairs to assure the most accurate and current interpretation of requirements. Should that federal interpretation result in a modification of the RFP provision, that modification will be posted on the Question and Answer website link if received prior to the deadline for submission of proposals. If received later, it will be addressed in award letters.

To assist applicants in developing a schedule of discounts, the Department is offering Cost Analysis training on August 24-25, 2006 in Lincoln. To receive registration information, contact Ronda Dawson at [ronda.dawson@hhss.ne.gov](mailto:ronda.dawson@hhss.ne.gov).

**Question 2:** REQUESTED DOCUMENTATION as follows-- A copy of the guidance by the Federal Office of Population Affairs that directed the Reproductive Health Program to make the suggested recommendation that sliding fee scales optimally start at 20% of full fee but no more than 33%.

**Answer 2:** The power point presentation, describing sliding fee scales and how to develop a schedule of discounts, from a March 2, 2006 Region VII Grantee meeting was provided to the requestor and is available to anyone desiring a copy by contacting Julie Reno at [julie.reno@hhss.ne.gov](mailto:julie.reno@hhss.ne.gov). A copy will be mailed to interested parties upon request.

**Question 3:** Reviewing the reporting requirements in Attachment 6, reference is made to the submission of monthly agency reports and board meeting minutes. Are agendas for delegate agency board meetings to be submitted?

**Answer 3:** Agendas can be submitted with the filing of the Board Meeting minutes to the Nebraska Reproductive Health Program. The agenda is not required but is an appropriate addition for quick reference by the Department to pertinent topics that were discussed.

**Question 4:** October 9, 2006 is a Federal and State Holiday. How will that effect the due date and submission of proposals?

**Answer 4:** The proposals will be accepted until 5:00pm CDT on October 10, 2006.

**Question 5:** No reference is made in the RFP to specific service areas in Nebraska for which to apply. How do we know what to reference as a potential service area?

**Answer 5:** Applicants are challenged to define the geographic service area /counties they feel capable of serving. Current delegates may expand or decrease their proposed service area depending on their assessed capability to meet the needs of the population of that area. The service area assigned to a delegate will be defined in the Award of Title X funding after careful review and deliberation by a team of reviewers and HHS management to assure and maximize statewide Title X Family Planning coverage.

**QUESTION 6:** Is it possible to get the grant application forms as Word documents? Especially the Work Plan and Budget work sheet.

**ANSWER 6** Yes, the forms can be requested as Word Documents by sending an email to [julie.reno@hhss.ne.gov](mailto:julie.reno@hhss.ne.gov) with a complete listing of the documents that you are requesting.

**QUESTION 7:** Will the designated agencies be considered *special projects* by your office?

**ANSWER 7:** The designation of sites as Special Projects is being discontinued. All applicants that are selected to receive Title X funding by The Department will be considered Delegate Agencies and required to abide by all Guidelines and reporting requirements as designated by The Department and the Office of Population Affairs.

**QUESTION 8:** On Attachment 9, Question B, it is requested that the applicant list previous grants, sub-grants, or contracts received from State of Nebraska agencies in the past five years. In order to provide your office a list of the required five years of grants, contracts, and sub-grants, that would need to be approved by our governing body and is not possible within the given time constraints. We would be able to provide your office a list of the past year's contracts, grants and sub-grants. Would that be acceptable?

**ANSWER 8:** If an applicant **currently** has a contract, grant, or sub-grant with The Department, we will accept a listing of only these **current**, grants, contracts, or sub-grants. Applicants that **currently do not have** grants, contracts, or sub-grants with the Department **but previously did so** should provide a listing of the prior grants, contracts, or sub-grants and the corresponding years.

**QUESTION 9:** Should the funding be granted to our agency, will you be accessible by phone? Specifically, would you be able to speak to grantees directly or would all questions, concerns, and information need to be relayed via e-mail?

**ANSWER 9:** The email arrangement is for the purposes of the Nebraska Competitive Title X RFP to assure consistency in information for all potential applicants. Once the competitive process is complete with the naming of the Delegate Agencies, all delegate agency staff will have open communication with all employees of The Department's Title X program through email, phone or prearranged meeting.

**QUESTION 10:** On the Capacity to Provide Services it states under section C (qualifications of key program staff) that we are to attach staff resumes. Does that include our medical providers/consultants who are contracted?

**ANSWER 10:** Resumes should be attached for key personnel, including contractors, playing a key role in carrying out reproductive health family planning services. This would include medical director, contract nurse practitioner, etc. on the other hand this does not include a contract IT support person, legal counsel, etc. as these individuals, though important, don't play a key role in provision of the clinical/educational family planning services.

**QUESTION 11:** In the RFP on page 14 #5, it says to complete a separate form for contractors. Would our contracted medical providers need a separate Attachment 9 for each one of them or is this referring to contracting out as a sub grant?

**ANSWER 11:** The reference for contracted medical providers is in reference to a delegate agency contracting out the medical services component as a sub grant. If your agency is the provider of the medical services you will only need to complete Attachment #9 as it refers to your agency as the responder to the RFP.

**QUESTION 12:** Do we need to show in the work plan/budget work sheet that we receive State Funds for Pap and Chlamydia?

**ANSWER 12:** Yes, please show **all** program income on the work plan/budget worksheet. This is important to insure that reviewers understand your capacity to provide the services.

**QUESTION 13:** I am unclear if the budget we submit is to be for a 12 month period then adjusted for an additional six months or are we to submit for a full 18 month period?

**ANSWER 13:** Please submit a budget for twelve months of operation. We will continue to work on a fiscal year and the budget should be reflective of this twelve month operating period to most effectively show the yearly operating costs and cash flow.

**QUESTION 14:** When providing information per Attachment 9 for the Capacity to Provide Title X Family Planning Services, are we limited to two pages or can we expand this form as needed to include the information necessary?

**ANSWER 14:** You can expand the form as you deem necessary to describe your agency's capacity.

**QUESTION 15:** How do you want us to utilize the in-kind since it doesn't offset costs directly? Should I calculate that into administrative expenses and then take it back out under in-kind?

**ANSWER 15:** Please show the in-kind (non-cash) in the administrative budget projection. The expectation will be that as the selected delegates report their expenditures they will show how the in-kind has been used to date.

**QUESTION 16:** Please clarify on page 14 of the RFP where it talks about the budget narrative and says "provide in sufficient detail to support one-step below the object class category level."

**ANSWER 16:** This means to detail your budget sufficiently, not just using the category level (such as salaries) but developing sub-categories to describe your operating expenditures (in this case detailing the employees and their corresponding time and salary).

**QUESTION 17:** I'm not clear which 12 month reporting period you want us to do a budget for. Please clarify.

**ANSWER 17:** For uniformity, please submit a budget for January 1, 2007 thru December 31, 2007.

**QUESTION 18:** Is there a set rate for pap smears and chlamydia/gonorrhea tests that are performed?

**ANSWER 18:** The Nebraska Reproductive Health Program as the Title X Grantee does not specify a rate for pap smears or chlamydia/gonorrhea tests nor does it pay for these tests on a reimbursement basis. In some cases delegate agencies may be receiving reimbursement for testing and treatment through a third party payer. In those cases the third party payer would establish a reimbursement rate. In general, the rate would correspond with whatever charges your agency has negotiated with an identified laboratory for those services. Charges to women with incomes above 100% of poverty but less than 250% of poverty would be charged fees based on a sliding fee scale /schedule of discounts. Women with incomes equal to or less than 100% of poverty would receive services at no charge.

**QUESTION 19:** Can we use Title X funds to hire a women's health practitioner to carry out the duties of the grant?

**ANSWER 19:** The Title X funds can be used for purposes of carrying out the goals of Title X and that would include staff to carrying out the clinical services.